

ABSTRAK

Laporan magang ini membahas tenaga pelaksana *accounting* kendaraan bermotor di PT. Agung Toyota Pal 10 Jambi, sebuah perusahaan otomotif yang bergerak dalam penjualan dan pelayanan purna jual kendaraan Toyota di Jambi. Laporan ini mencakup deskripsi tentang tugas dan tanggung jawab tenaga pelaksana *accounting* dalam mendukung proses administrasi pengelolaan data perusahaan. Metode observasi langsung dan wawancara digunakan untuk mengumpulkan informasi terkait proses kerja, sistem pelaporan data konsumen, serta peran tenaga pelaksana *accounting* dalam memastikan keakuratan dan ketaatan terhadap regulasi administrasi. Hasil laporan ini diharapkan dapat memberikan gambaran yang jelas mengenai kontribusi tenaga pelaksana *accounting* terhadap efisiensi operasional dan kepatuhan perusahaan di bidang administrasi pada perusahaan otomotif .

Kata Kunci : *accounting* , proses , kegiatan .

ABSTRACT

motorbike at PT. Agung Toyota Pal 10 Jambi, an automotive company engaged in sales and after-sales service for Toyota vehicles in Jambi. This report includes a description of the duties and responsibilities of accounting staff in supporting the company's data management administration process. Direct observation and interview methods are used to collect information related to work processes, consumer data reporting systems, as well as the role of accounting staff in ensuring accuracy and compliance with administrative regulations. It is hoped that the results of this report will provide a clear picture of the contribution of accounting staff to operational efficiency and company compliance in the administrative sector at automotive companies.

Keywords: accounting, processes, activities.